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OFFICE OF TRAINING

SCHEDULE OF COURSES

JULY — DECEMBER 1968



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Office of Training

Schedule of Courses

July through December 1968

Administrative Procedures	1 week - Full time
5 - 9 Aug	28 Oct - 1 Nov
26 - 30 Aug	25 - 29 Nov
16 - 20 Sept	16 - 20 Dec
7 - 11 Oct	
ADP Orientation	3 days - Full time
1 - 3 Oct	17 - 19 Dec
12 - 14 Nov	
Advanced Management (Planning)	5 1/2 days - Full time
22 - 27 Sept	8 - 13 Dec
Air Operations	Scheduled on Request
Basic Country Survey: USSR	2 weeks - Full time
28 Oct - 8 Nov	
Challenge of Worldwide Communism (for CTS)	3 weeks - Full time
22 July - 9 Aug	18 Nov - 6 Dec
12 Aug - 30 Aug	9 Dec - 3 Jan 1969
Chiefs of Station Seminar	2 weeks - Full time
7 - 18 Oct	
China Familiarization	1 week - Full time
9 - 13 Sept	28 Oct - 1 Nov

China Operations	1 week - Full time
16 - 20 Sept	
CIA Review	1 1/2 days - Full time
9 July	8 Oct
13 Aug	12 Nov
10 Sept	10 Dec
Clandestine Services Desk Orientation (for CTs)	1 day - Full time
3 Sept	18 Nov
Clandestine Scientific & Technical Operations	2 weeks - Full time
30 Sept - 11 Oct	
Clandestine Services Records I	1 week - Part time
8, 10, 12 July	3 - 4 Oct (for CTs)
4 Sept (for CTs)	19 Nov (for CTs)
21, 23, 25 Oct	2, 4, 6 Dec
Clandestine Services Records II	1 week - Part time
15 - 19 July	20 - 27 Nov (for CTs)
5 - 12 Sept (for CTs)	9 - 13 Dec
28 Oct - 1 Nov	
Clandestine Services Records III	2 days - Part time
22 - 23 July	16 - 17 Dec
4 - 5 Nov	
Clandestine Services Review	9 days - Full time
4 - 15 Nov	

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Clerical Refresher 4 weeks - Part time

1 - 26 July

14 Oct - 8 Nov

5 - 30 Aug

18 Nov - 13 Dec

9 Sept - 4 Oct

Communist Party Organization & Operations - To Be Announced

Counterintelligence Familiarization 8 days - Full time

7 - 16 Oct

9 - 18 Dec

Counterintelligence Operations 2 weeks - Full time

3 - 13 Sept

25 Nov - 6 Dec

Covert Action Operations Seminar 3 1/2 days - Full time

29 Sept - 2 Oct

1 - 4 Dec

Effective Speaking 12 weeks - Part time
(1 session a week)

4 Sept - 6 Nov

Field Finance and Logistics 3 weeks - Full time

29 July - 16 Aug

18 Nov - 6 Dec

9 Sept - 27 Sept

Geography of Communist China 3 weeks - Full time

16 Sept - 4 Oct

Information Reporting, Reports, & Requirements 3 weeks - Full time

9 - 27 Sept

4 - 22 Nov

Information Reports Familiarizations 1 week - Full time

8 - 12 July

21 - 25 Oct

15 - 19 July

2 - 6 Dec

7 - 11 Oct

9 - 13 Dec

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Intelligence Briefing	18 days - Part time
8 - 31 Oct	
Intelligence Production (for CTs)	9 weeks - Full time
7 Oct - 6 Dec	
Intelligence Review	2 weeks - Full time
2 - 13 Dec	
Intelligence Techniques (for CTs)	3 weeks - Full time
22 July - 9 Aug	18 Nov - 6 Dec
12 - 30 Aug	9 Dec - 3 Jan 1969
Introduction to Communism	2 weeks - Full time
16 - 27 Sept	14 - 25 Oct
Introduction to Intelligence	2 weeks - Full time
29 July - 9 Aug	7 - 18 Oct
9 - 20 Sept	18 - 29 Nov
Introduction to Map Reading & Imagery Analysis	8 days (over 3 wks) - Full time
28 Oct - 15 Nov	
JCS/DIA	2 days - Full time
20 - 21 Nov	
Language Courses	
<u>Full time</u>	
French, German, Italian, Portuguese, and Spanish:	
1 July 1968	3 September 1968

Language Courses continued

Full time cont.

Russian, Polish, Serbo-Croatian, Czech, & Hungarian:
16 September 1968

All other Languages:
16 September 1968

Part time

All Languages:
9 September 1968

NOTE: Full-time courses last for six months; part-time courses, most of which meet for two hours in the morning three days a week, are scheduled for a total of either 100 hours or 200 hours.

Management	1 week - Full time
9 - 13 Sept	2 - 6 Dec
Managerial Grid	1 week - Full time
15 - 20 Sept	17 - 22 Nov
Midcareer Executive Development	6 weeks - Full time
21 July - 30 Aug	13 Oct - 22 Nov
Operations, Phase I	13 weeks - Full time
7 Oct - 17 Jan 1969	
Operations, Phase II	9 weeks - Full time
3 Sept - 1 Nov	
25X1A [REDACTED]	3 weeks - Full time
3 - 20 Sept	4 - 22 Nov

Operations Familiarization	4 weeks - Full time
3 - 27 Sept	
Operations Support	3 weeks - Full time
30 Sept - 18 Oct	2 - 20 Dec
Orientation for Overseas	2 days - Full time
2 - 3 July	1 - 2 Oct
1 - 2 Aug	5 - 6 Nov
3 - 4 Sept	26 - 27 Nov
Orientation to Intelligence	2 weeks - Full time
8 - 19 July	4 - 15 Nov
Parachute Jump Training	2 weeks - Full time
4 - 15 Nov	
Project USEFUL	1 week - Full time
23 - 27 Sept	
Politics Workshop	3 1/2 days - Full time
27 - 30 Oct	
Senior Management Seminar	1 week - Full time
20 - 25 Oct	
Soviet Bloc Operations	2 weeks - Full time
16 - 27 Sept	12 - 22 Nov
Supervision	1 week - Full time
5 - 9 Aug	28 Oct - 1 Nov
Support Services	6 weeks - Full time
7 Oct - 15 Nov	

Support Services Review: Trends & Highlights

3 1/2 days - Full time

10 - 13 Sept
15 - 18 Oct

3 - 6 Dec

Systems Development Process (Brandon)

3 days - Full time

15 - 17 Oct

10 - 12 Dec

Vietnam Area

1 week - Full time

5 - 9 Aug
9 - 13 Sept

14 - 18 Oct
2 - 6 Dec

Vietnam Paramilitary Orientation

4 days - Full time

19 - 22 Aug
23 - 26 Sept

28 - 31 Oct
16 - 19 Dec

Vietnam Station Orientation

3 days - Full time

13 - 15 Aug
17 - 19 Sept

22 - 24 Oct
10 - 12 Dec

Writing Workshop (Advanced)

Not Scheduled

Writing Workshop (Basic)

4 weeks (2 Mornings) -
Part time

3 - 26 Sept

Writing Workshop (Intermediate)

4 weeks (2 Mornings) -
Part time

4 - 25 Sept

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